

GRADUATE RESEARCH STUDIES BOARD

MINUTES

Monday 29 November 2018

9:30 a.m. – 11.30 a.m. in A204

Present: Ms Gillian Barry, Professor David Collings, Dr Yseult Freeney, Dr Charlotte Holland, Ms Margaret Irwin-Bannon (Secretary), Ms Rachel Keegan, Dr Tim McCormac, Dr Mark Roantree, Ms Sabrina Smart, Dr Sally Smith and Dr Joseph Stokes (Chair)

Apologies: Ms Michelle Brennan, Professor Christine Loscher, Professor Eugene McNulty and Dr Blánaid White

The Chair opened the meeting and thanked Professor Eugene McNulty for deputising as Chair at the GRSB meeting of 25 October 2018.

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of the agenda

The agenda was adopted.

It was noted that one late item (10.3) had been added to the agenda and two items would be raised under AOB.

2. Minutes of the meeting of 25 October 2018

The minutes of the meeting of 25 October 2018 were approved and signed by the Chair.

3. Matters arising from the minutes of 25 October 2018

- 3.1 The Chair informed the Board that concerns had been brought to his attention with respect to item GRSB2018/A7/12.1 (PGR14), subsequent to its approval by GRSB at the 25 October 2018 meeting. It was noted in light of the new information provided that the decision to approve the extension would be placed on hold until an

investigation of a possible breach of the Academic Regulations for Postgraduate Degrees by Research and Thesis was completed. He indicated that should the matter be resolved to his satisfaction he would take Chair's Action on the approval. This course of action was agreed (Item 12.1).

- 3.2 It was noted that work on ensuring the gender mix of examining panels through cross-school arrangements is ongoing. The Chair indicated that having monitored the situation over the last number of months he found that the difficulty in maintaining gender mix on examining panels only impacted on a small number of Schools. He anticipated that a resolution could be found and indicated that he would be meeting with those Schools impacted to find a resolution to the issue (Item 3.2).
- 3.3 It was noted that the new title of the Training Schedule for Research students will be determined and agreed for semester two (Item 4.1).
- 3.4 It was noted that work is ongoing in incorporating feedback received by GRSB in the *Guidance in respect of Remote Supervision of Research Students* document. The Chair indicated that he would circulate the updated draft to the Associate Deans for Research for dissemination to the faculties and to Registry. Following incorporation of this feedback it was anticipated the finalised document would then be considered by GRSB (Item 7/3.4)
- 3.5 The Chair noted that he is working on resourcing for the delivery of the GTE module, GS602, Postgraduate Tutoring Principles and Practice (Item 3.1).
- 3.6 It was noted that work is ongoing on the guidelines on recital/performance and related capacity building (Item 3.3).
- 3.7 It was noted that work is ongoing on the drafting of guidelines for the 10,000-word document which accompanies the PhD by publication submission (Item 3.5).
- 3.8 It was noted that the document entitled *Professional Doctorates, Time line for consideration of PGR4 forms* will be completed in January 2019 (Item 3.6).
- 3.9 It was noted that work on the English Language derogation documentation is ongoing (Item 3.7) (original ref 5.33, 3 September 2018).
- 3.10 It was noted that follow-up with respect to a PGR3 form for a candidate in the School of Law and Government, where additional information is required, is ongoing (Item 3.8).
- 3.11 It was noted that follow-up with respect to a PGR3 form for a candidate in the School of Theology, Philosophy and Music, where additional information was requested under Section B (ii), was completed (Item 3.10).

- 3.12 It was noted that follow-up with respect to a PGR4 form for a candidate in the School of Applied Language and Intercultural Studies, where the abstract was requested, is ongoing (Item 3.11) (original ref 6.1, 3 September 2018).
- 3.13 It was noted that follow-up with respect to a PGR4 form for a candidate in the School of Mechanical and Manufacturing Engineering, where the appointment of a female Independent Chair was requested, is ongoing (Item 3.14) (original ref 6.28, 3 September 2018)
- 3.14 It was noted that clarification is being sought with respect to the revenue rules for stipend payments when registered research students are residing aboard (Item 7).
- 3.15 It was noted that the DCU Irish Survey of Student Engagement postgraduate research (ISSE PGR) data is currently being analysed (Item 8).
- 3.16 It was noted that follow-up with respect to a PGR3 form for a candidate in the School of Computing where additional information was requested for sections B (i) and B (ii) is ongoing (Item 9.7, 25 October 2018).
- 3.17 It was noted that follow-up with respect to a PGR3 form for a candidate in the School of Nursing and Human Sciences where the Head of School signature was requested was completed (Item 9.12).
- 3.18 It was noted that follow-up with respect to a PGR13 form for a candidate in DCU Business School, where additional details on the communication schedule were requested, is ongoing (Item 11.1, 25 October 2018).
- 3.19 It was noted that follow-up with respect to a PGR13 form for a candidate in the School of Nursing and Human Sciences, where additional detail in the attached agreement was requested, is ongoing (Item 11.2, 25 October 2018).
- 3.20 It was noted that a PGR4 form from the School of Law and Government which was not approved as the same external examiner had been nominated and approved for a different candidate at the September 2018 meeting is on the agenda (item 8.5) of this meeting (Item 10.7).
- 3.21 It was noted that follow-up on a PGR4 form for a candidate in the School of Biotechnology was deemed complete following receipt of the amended form (Item 3.12)
- 3.22 It was noted that follow-up on a PGR4 form for a candidate in the School of Law and Government was deemed complete following submission of the updated form which included the completion of section D (iii), the signature of the Head of School and the appointment of the Independent Chair (Item 3.13).

- 3.23 It was noted that the Training Schedule for Research Students was circulated to faculties (Item 8).
- 3.24 It was noted that the draft ISSE PGR report was circulated to the GRSB (Item 8).
- 3.25 It was noted that follow-up on a PGR3 form for a candidate in the School of Applied Language and Intercultural Studies, where a minor amendment was required to section B (i) was deemed complete following resubmission of the updated form (Item 9.1).
- 3.26 It was noted that follow-up on a PGR3 form for a candidate in the School of Biotechnology, where amendments were required to section B (i) and B (ii) was deemed complete following resubmission of the updated form (Item 9.2).
- 3.27 It was noted that follow-up on a PGR3 form for a candidate in DCU Business School, where amendments were required to section B (i) and B (ii) was deemed complete following resubmission of the updated form (Item 9.4).
- 3.28 It was noted that follow-up on a PGR3 form for a candidate in the School of Chemical Sciences, where amendments were required to section B (ii) and to the panel at the time of the examination, was deemed complete following resubmission of the updated form (Item 9.6).
- 3.29 It was noted that follow-up on a PGR3 form for a candidate in the School of Law and Government where amendments were required to section B (i) and B (ii) was deemed complete following resubmission of the updated form (Item 9.11).
- 3.30 It was noted that follow-up on a PGR3 form for a candidate in the School of Informatics and Creative Arts, DkIT, where a minor amendment was required was deemed complete following resubmission of the updated form (Item 9.15).
- 3.31 It was noted that follow-up on a PGR4 form for a candidate in the School of Human Development) was deemed complete following confirmation of the experience of the internal examiner (Item 10.5).
- 3.32 It was noted that follow-up on a PGR14 form for a candidate in the School of Nursing and Human Sciences where the Head of School signature was required was deemed complete following resubmission of the updated form (Item 12.3).
- 3.33 It was noted that follow-up on a PGR15 form for a candidate in the School of Human Development, where the Head of School signature was required, was deemed complete (Item 12.5).
- 3.34 It was noted that follow-up on a PGR3 form for a candidate in the School of Law and Government where amendments were required to section B (i) and B (ii) was deemed complete following resubmission of the updated form (Item 13.1).

- 3.35 It was noted that a PGR4 form for a candidate in the DCU Institute of Education was approved by Chair's Action, 15 November 2018.
- 3.36 It was noted that the report from the Standing Committee of GRBSB to consider appeals was approved on 23 November 2018.

SECTION B: Policy and strategy issues

4. Graduate Researcher Development

There were no items for consideration.

5. Report on scholarships and financial issues

Noted

6. Graduate Studies Office Report 2014/2015-2017/2018

The Chair outlined that the report as circulated had been presented to the Heads and Deans meeting. He drew the attention of the Board to the postgraduate by research completion rates by faculty noting that the variance in rates is considerably impacted by the proportion of registered full-time and part-time research students.

It was clarified that the report did include metrics for professional doctoral students and it was agreed that this would be reflected in the report through the use of 'doctoral' rather than 'PhD' where staff development was referenced.

The report was noted.

SECTION C: Individual student issues

7. Applications for transfer to the PhD Register or confirmation on the PhD Register (PGR3)

- 7.1 GRBSB2018/A8/7.1, School of Biotechnology
Approved subject to the deletion of the phrase contained under section B (i), last line of the section, 'and will successfully complete a PhD'

- 7.2 GRSB2018/A8/7.2, DCU Business School
Approved
- 7.3 GRSB2018/A8/7.3, School of Chemical Sciences
Approved subject to the completion of the up-to-date form for 2018-2019 and inclusion of the name of the Independent Panel Member on the form
- 7.4 GRSB2018/A8/7.4, School of Computing
Approved
- 7.5 GRSB2018/A8/7.5, School of Health and Human Performance
Approved subject to provision of more detailed information under Section B (i) and B (ii)
- 7.6 GRSB2018/A8/7.6, School of Human Development
Approved
- 7.7 GRSB2018/A8/7.7, School of Nursing and Human Sciences
Approved, subject to clarification on whether or not the thesis format is by monograph or by publication
- 7.8 GRSB2018/A8/7.8, School of Physical Sciences
Approved
- 7.9 GRSB2018/A8/7.9, School of STEM Education, Innovation and Global Studies
Approved

It was noted that a minor amendment to the template PGR3 form is required to reflect that the PGR3 process is a ‘confirmation on or transfer to the PhD register’.

8. Appointment of internal and external examiners (PGR4)

- 8.1 GRSB2018/A8/8.1, PhD, School of Applied Language and Intercultural Studies
Approved
- 8.2 GRSB2018/A8/8.2, PhD, School of Chemical Sciences
Approved. It was noted that the necessary corrections to the form (corrections to the panel members) were completed in advance of consideration of GRSB (resubmission due to expiry--original reference: GRSB2016/A7/10.3)
- 8.3 GRSB2018/A8/8.3, PhD, School of Communications
Approved subject to provision of a new nomination for the internal examiner, for approval by Chair’s Action

- 8.4 GRSB2018/A8/8.4, PhD, School of Communications
Approved subject to nomination of an alternative Independent Chair to address the gender mix of the examining panel
- 8.5 GRSB2018/A8/8.5, PhD, School of Law and Government

It was noted that the re-submission of the PGR4 form A8/8.5 was an appeal of a decision made by GRSB on 25 October 2018 where the appointment of the external examiner was not approved on the basis of the reciprocity regulations specified in the Academic Regulations for Postgraduate Degrees by Research and Thesis.

The appeal was considered in depth by GRSB and was rejected on the following basis. While it was acknowledged that the proposed appointment of this external examiner was in line with the Academic Regulations paragraph 10.2.2 as outlined by the principal supervisor, the Board found that the nomination was not in line with regulation 10.2.6 which addresses reciprocity. The regulations state 'typically a year should elapse between appointments involving the same School/Department'.

It was noted too that the appointment of the same examiner to examine two students in quick succession was not in keeping with the spirit of the regulation, nor would it reflect the equitable treatment of students, in terms of the timing of examinations. In addition it was felt that the appeal as submitted did not give not sufficient reason or weight to justify the appointment and overturn the original decision.

9. Notice of Intention to Reside/Carry out Research Abroad (PGR13)

- 9.1 GRSB2018/A8/9.1, PhD, DCU Business School
Approved, subject to confirmation that the period abroad would be for nine months only
- 9.2 GRSB2018/A8/9.2, PhD, DCU Business School
Approved, subject to clarification of the teaching commitments of the student, as outlined in the agreement, and whether or not those commitments would impact on the student's ability to conduct research on a full-time basis
- 9.3 GRSB2018/A8/9.3, PhD, School of Computing
Decision deferred. GRSB requested that the research agreement would be signed off by the supervisor based at the partner university and by the student. It was noted that some clarity was required around insurance status and cover for this student in this particular set of circumstances.

10. Request for Extension to Maximum Registration Period OR Re-admission to the Research Programme (PGR14)

10.1 GRSB2018/A8/10.1, PhD, School of Health and Human Performance
Approved

10.2 GRSB2018/A8/10.2, EdD, DCU Institute of Education
Approved

It was requested that the Associate Deans for Research would remind colleagues in faculties of the requirement to complete supervision agreements where DCU registered research students are applying to reside abroad.

11. Any other business

11.1 *Regulation 10.2 Selection and Nomination of External Examiner, GRSB2018/A3/9.30*

The Chair sought the advice of GRSB on a matter which had been brought to his attention involving a potential breach of the Academic Regulations under paragraphs 10.2.5 and 10.2.6 in the examination of a candidate.

Following a discussion of the detailed circumstances of the examination panel, it was strongly recommended by GRSB that if the academic regulations were breached then the candidate should be required to undergo the full examination process again, conducted by a newly constituted examination panel.

11.2 *Agreement for the joint supervision of a postgraduate research student leading to a joint award between Dublin City University and Università degli Studi di Padova*

GRSB noted this agreement which was close to completion and sign-off by the Vice President Academic Affairs (Registrar). It was noted that the final aspect of the agreement would be to agree on a joint award parchment.

Signed: _____ Date: _____

Date of next meeting:

Thursday 17 January 2019 at 9.30 a.m. in A204
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